

TERMINAL LEARNING OBJECTIVE

**Identify administrative
elimination actions for active
duty and reserve component
soldiers**

SEPARATION GUIDELINES

- **Potential for rehabilitation**
- **Provide adequate counseling before initiating a separation action**
- **Consider seriousness of events/conditions**
- **Will the events/conditions that led to proceedings continue**
- **Will soldier continue being a disruptive or undesirable influence**

SEPARATION GUIDELINES (cont)

- **Soldier's ability to perform duties effectively.**
- **Soldier's potential for leadership.**
- **Soldier's entire military record --**
 - **Past contributions.**
 - **Awards and decorations.**
 - **Evaluation ratings.**
 - **Letters of commendation.**
 - **Letters of reprimand/admonition.**
 - **Counseling records.**

REASONS FOR ADMINISTRATIVE SEPARATIONS

- **To meet required standards of duty performance and discipline.**
- **To achieve authorized force levels and grade distribution.**
- **(RC) For the convenience of the government.**

SEPARATION FOR MORE THAN ONE REASON

- ***When a soldier is subject to separation for more than one reason. The following guidelines apply:***
 - **The commander must clearly establish the basis for each reason**
 - **If one of the reasons for separation requires processing under the administrative board procedure, the administrative board will process all the reasons for discharge**

SEPARATION FOR MORE THAN ONE REASON (cont)

- **When separating a soldier for more than one reason, consider applying the guidance on characterization that provides the greatest latitude**
- **When there is a conflict between a specific requirement for one reason and a general requirement for another reason, the specific requirement applies.**
- ***If you cannot resolve a conflict based on the above, use the requirement most favorable to the soldier.***

NOTIFICATION LETTER

-- THE SOLDIER WILL RECEIVE A LETTER OF NOTIFICATION CONTAINING:

- **SPECIFIC ALLEGATION(S)**
- **PROVISIONS OF THE REGULATION THAT AUTHORIZE SEPARATION.**
- **TYPE OF DISCHARGE AND CHARACTERIZATION OF SERVICE RECOMMENDED.**
- **LEAST FAVORABLE CHARACTERIZATION OF SERVICE THE SOLDIER COULD RECEIVE.**
- **SOLDIER'S RIGHTS.**

AUTHORITY TO APPROVE SEPARATIONS- AA

- **General Court-Martial
Convening Authorities (GCMCA)**
- **A General Officer**
- **Special Court-Martial
Convening Authorities (SCMCA)**
- **Commanders (LTC or higher)**
- **Unit commanders**

AUTHORITY TO APPROVE SEPARATIONS (cont)

- **(ARNG) State Adjutants General (USAR)**
- **CDR, AR-PERSCOM**
- **Area commanders (except Cdr, AR-PERSCOM)**
- **Area commander may further delegate (with no further delegation)**
- **CDR ARCOM, COGOM, 1st GO in Command (within COC), etc.**

ACTION BY SEPARATION AUTHORITY

***Refer to AR 635-200, chapter 2,
or AR 135-178, Chapter 3, then
direct one of the following
actions:***

- **Retention**
- **Separation**
- **Suspension of separation**

ADMINISTRATIVE BOARD COMPOSITION--AA & RC

- **At least three commissioned, warrant or noncommissioned officers.**
- **Be SFC or above and senior to the respondent for enlisted board members.**
- **At least one member will be a major or higher and commissioned or warrant officers are a majority of the board.**
- **A nonvoting member.**
- **A nonvoting legal advisor.**

ADMINISTRATIVE BOARD COMPOSITION (cont)

- **Include experienced, unbiased officers.**
- **For A reserve component soldier, include at least one RC member.**
- **For a female soldier, board will include a female voting member, if requested by respondent.**
- **For a minority member, board will include a minority voting member, if requested by respondent.**

TYPES OF ADMINISTRATIVE DISCHARGE/CHARACTERIZATION OF SERVICE

- **Honorable discharge.**
- **General discharge.
(under honorable conditions)**
- **Discharge under other than
honorable conditions.**